



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Kim Becker Aguirre

SUBJECT: SEE BELOW

DATE: May 12, 2014

Approved

Date

5/15/14

**SUBJECT: CONSULTANT AGREEMENT WITH LANDRUM & BROWN, INC. FOR
AIRPORT AIRSPACE AND AIRFIELD ANALYSIS SERVICES**

RECOMMENDATION

- (a) Approve a Consultant Agreement with Landrum & Brown, Inc. for airspace and airfield analysis services for the Norman Y. Mineta San José International Airport in an amount not to exceed \$350,000 and for the term of July 1, 2014 to June 30, 2017.
- (b) Adopt a resolution authorizing the Director of Aviation to exercise an option to extend the agreement for one additional three-year term from July 1, 2017 through June 30, 2020.

OUTCOME

Approval of the proposed agreement will provide for ongoing and as-needed specialized airspace and airfield analysis expertise to support Airport operation and development.

BACKGROUND

The City has historically procured technical consultant services for aviation-related facility planning, design, construction, and regulatory compliance. In June 2008, Council approved a consultant agreement with Jacobs Consultancy Inc. to provide as-needed airspace and airfield analysis services for the Airport. The most noteworthy service provided under that agreement has been technical work on the ongoing Airport Obstruction Study (initiated in 2006) to assess the compatibility of aircraft operations and high-rise building development in the Airport vicinity. Other key services provided include numerous parcel-specific airspace surface analyses and assistance in preparing or updating various technical drawings that comprise the Federal Aviation Administration (FAA)-required Airport Layout Plan.

May 12, 2014

Subject: Consultant Agreement with Landrum & Brown, Inc. for Airport Airspace/Airfield Analyses

Page 2

The existing agreement with Jacobs Consultancy, as amended, expires on June 30, 2014. Given the need for ongoing technical and specialized assistance on airspace and airfield facility issues, staff considered it prudent to conduct a new competitive process for these services.

ANALYSIS

The procurement of a new agreement for Airport airspace/airfield consultant services has been conducted under a qualifications-based selection process. A Request for Qualifications (RFQ) was issued on January 30, 2014, and posted on the Airport's public website business page and advertised in the on-line publications of the Airport Consultants Council (ACC) and the Airports Council International-North America (ACI-NA). Five teams of firms submitted the requisite Statement of Qualifications (SOQ) by the deadline date of March 14, 2014.

The five sets of consultant SOQs were formally evaluated and scored by a staff panel. The team led by Landrum & Brown, a national aviation planning and engineering firm with a Bay Area region office, was ranked the highest by all panel members. Landrum & Brown is currently a key subconsultant on the Jacobs Consultancy team that has been providing these services to the City since 2006, and the proposed project manager has performed the same role for the current team. In addition, two of the proposed subconsultants on the Landrum & Brown team (Planning Technology, Inc. and Flight Engineering, LLC) have also participated on the current team for these services. Landrum & Brown is also the only one of the five respondent firms that designated both an experienced and local project manager and assistant project manager for timely availability. Thus, staff is confident that the Landrum & Brown team will provide excellent expertise and continuity for ongoing and as-needed airspace/airfield analysis services.

Technical services under the proposed agreement would again include: (a) calculating/mapping height limits under FAA obstruction clearance criteria and airline one-engine out (OEI) criteria for specific sites in the Airport vicinity; (b) providing assistance on utilizing and updating the City's airspace/land use geographic information system (GIS) database; (c) providing guidance and technical analysis on airfield facility and capacity issues; (d) preparing or updating Airport Layout Plan technical drawings required by the FAA; (e) researching regulatory or policy issues related to local airspace or airfield operation; and (f) coordinating with the FAA, airlines, and other aviation or community stakeholders on airspace/airfield issues. Because these technical services are anticipated to be needed on an ongoing basis, the proposed agreement includes an option to extend the term an additional three years.

EVALUATION AND FOLLOW-UP

The proposed agreement will allow the City to continue to have professional consultant services available for ongoing and as-needed Airport airspace and airfield analyses. No further follow-up actions are anticipated at this time.

POLICY ALTERNATIVES

***Alternative:** Amend the City's existing consultant agreement for Airport airspace and airfield analysis services rather than proceeding with a new agreement.*

Pros: Allows continuation of ongoing technical services as provided under a new agreement.

Cons: Negates the benefits of conducting a competitive process to determine if another firm or team is available to provide the needed services.

Reason for not recommending: As the existing agreement is now six years old, conducting a new competitive process would better ensure that the best available firm or team is providing the needed services.

PUBLIC OUTREACH

- ☐ **Criteria 1:** Requires Council action on the use of public funds equal to \$1,000,000 or greater. **(Required: Website Posting)**
- ☐ **Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- ☐ **Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This memorandum does not meet any of the above criteria; however it will be posted on the Council Agenda for June 3, 2014 Council agenda.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

FISCAL/POLICY ALIGNMENT

The consultant services covered under this Agreement support the ongoing operation and development of the Airport, consistent with the goals and policies of the City General Plan and Airport Master Plan.

May 12, 2014

Subject: Consultant Agreement with Landrum & Brown, Inc. for Airport Airspace/Airfield Analyses

Page 2

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$350,000
2. COST ELEMENTS OF AGREEMENT:
Professional Services \$350,000
TOTAL AGREEMENT AMOUNT: \$350,000
3. SOURCE OF FUNDING: 527 – Airport Renewal and Replacement Fund
4. FISCAL IMPACT: The amended agreement will have no adverse impact on the General Fund operating budget.

BUDGET REFERENCE

Fund #	Appn . #	Appn. Name	Total Appn.	Amt. for Contract	2013-2014 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
527	4007	Advanced Planning	\$500,000	\$350,000	V-727	6/18/2013, Ord 29271
		Total	\$500,000	\$350,000		

CEQA

Not a Project, PP10-066(d), Consultant services for design/study/research/inspection.

/s/
KIM BECKER AGUIRRE
Director of Aviation

Please direct questions to Kim Becker Aguirre, Director of Aviation, 408-392-3610.

KBA:CG